

**FOREIGN NATIONAL STUDENT INTERN PROGRAM
AMERICAN CENTER INTERNSHIP OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 13/20**

OPEN TO: All non-U.S. citizen university students resident in Vietnam
POSITION: **American Center Student Intern** (8 positions)
OPENING DATE: October 21, 2013
CLOSING DATE: November 05, 2013
WORK HOURS: Part-time, 6-8 hours/week
LENGTH OF INTERSHIP PROGRAM: Six (6) months.

The Consulate General of the United States of America in Ho Chi Minh City is seeking eight (08) part-time, unpaid university student interns for the American Center, a program of the Public Affairs Section (PAS).

BASIC FUNCTION OF THE POSITION

The American Center Student Internship benefits both the U.S. Consulate General and student interns by providing a valuable educational experience to students while assisting the Consulate General accomplish important mission goals.

American Center (AC) Student Interns will be responsible for daily tasks of running the Center to include greeting patrons and ensuring that they adhere to the Center regulations; re-shelving books, magazines and DVDs; assisting in inventorying AC collection and maintaining the AC client database. Interns will also support AC programs, events, Facebook and other social media activities, promote AC products and activities and other tasks as required. Interns will receive mandatory job training. All duties will be performed in English. For more information about the American Center go to <http://hochiminh.usconsulate.gov/achcmc.html>.

Please contact the Management Office at 3520-4200 X4342/4454 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must be a currently enrolled university student in Vietnam or a recent graduate.
2. Must have excellent communication skills and ability to work as part of a dynamic team.
3. Must be at least 18 years of age at the time of appointment and a non-U.S. citizen.
4. Good command of both spoken and written English is required (this will be tested).

ADDITIONAL SELECTION CRITERIA

1. Non-host country foreign nationals who are legal resident students of Vietnam are required to submit the same documentation as the other applicants, and also legal residency permit for consideration.
2. All American Center Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning program.
3. Applicants not in their last year of university are preferred.
4. Familiarity with the American Center is preferred.
5. If selected, candidates will be required to produce a "Letter of Introduction" from their university.
6. If selected, the student will receive a security background check.

PLEASE NOTE: INTERNS ARE NOT CONSIDERED U.S. CONSULATE GENERAL EMPLOYEES

- ❖ The intern will not be considered as a Federal employee.
- ❖ There will be NO employment benefits associated with this position: annual leave accrual, sick leave, etc.
- ❖ There will be NO compensation or payment.

TO APPLY

Interested candidates for this position must submit the followings or the application will not be considered:

1. Application for Foreign National Student Intern Program (find [the attached form](#)).
2. Statement of Interest form (attached) should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission's goals/ American Center's needs.
3. Gratuitous Service Agreement (Attached).
4. A copy of ID card and student card.
5. Copy of most recent academic transcript.
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

Paper copies are available from Security Guard at Post 4 Le Duan Street at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 4 Le Duan Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/4454
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: NOVEMBER 5, 2013

(All applications must be received by the closing date to receive consideration. Only short-listed applicants will be contacted for interviews.)